



JOB VACANCY POSTING

OPEN TO ALL APPLICANTS: April 1, 2016

POSTING:	0144-03	FULL/PART-TIME:	Full Time
TITLE:	Accounting Clerk	HRS. PER WEEK:	40
POSITION HIRING RANGE:	\$15.76 - \$17.34/hr	SCHEDULE:	M – F 8:00am – 5:00pm Able to work evenings, weekends and holidays as necessary
POSITION SALARY RANGE:	\$15.76 - \$25.38/hr		
DEPARTMENT:	Finance		

ACCOUNTING CLERK

Summary

The South Florida Regional Transportation Authority (SFRTA), a tri-county public transportation authority serving Miami-Dade, Broward and Palm Beach counties, is seeking an Accounting Clerk to perform office and clerical work in the Finance Department (matching, batching, preparing invoices for payment,) to ensure the Agency expenses are being processed and paid in a timely manner, and perform routine bookkeeping operations (posting and balancing records).

Responsibilities

- Verify and process invoices, including administrative expenses (i.e. water, electricity, sewer, etc.), company credit cards and employee reimbursement requests to ensure that payments are sent within the appropriate timeframe.
- Receive and date stamp Approval Forms, match them with the corresponding invoices to ensure that payment can be processed in a timely manner.
- Input invoices and account for all the expenses in preparation for the payments to be processed.
- Route and track invoices to obtain the proper signature approvals. Review invoices for accuracy and completeness.
- Reconcile vendor statements and resolve any discrepancies.
- Process checks for payment of approved invoices, distribute checks to ensure payments.

Required Qualifications

- Requires excellent attention to detail.
- Must possess strong aptitude for numbers and ability to analyze data and prepare reports.
- Ability to communicate well orally and in writing.
- Must be proficient in MS Office (Outlook, Word, Excel, and PowerPoint.)

Required Education/Experience

- High school diploma or GED, *plus*
- Two (2) years of Accounts Payable experience.
- *Or any equivalent combination of related training and experience.*

Benefits & Compensation

The South Florida Regional Transportation Authority offers a competitive salary and comprehensive benefits package. Benefits include:

- Paid holidays, vacation, sick and personal time.
- Health Insurance through the State of Florida – PPO or HMO.
- Participation in the Florida Retirement System (FRS).
- Employer paid life insurance and long term disability coverage.
- Ability to enroll & contribute to one of the State of Florida deferred compensation plans.
- Tuition Reimbursement program.
- Free train transportation on Tri-Rail; a savings of up to \$900/yr.
- Paid memberships in organizations related to employees' field/profession.
- Paid workshops, seminars and educational conferences related to profession.

To Apply

SFRTA Employees must complete a Transfer Application Form and submit it along with a copy of most recent resume to the Human Resources Department. Transfer Applications are available on the SFRTA Intranet and the Human Resources Department. All others should e-mail an SFRTA Employment Application and resume, along with salary requirements, to jobs@sfrta.fl.gov, or fax to 954-653-9105 or mail to, M. David Trabal, Human Resources Manager, at 800 NW 33rd Street, Pompano Beach, FL 33064. Applications are available online at www.sfrta.fl.gov and must reference a posting number.

EOE/Smoke and Drug Free Workplace